



**INFORMATION ON  
NONPUBLIC AND HOME SCHOOLS**  
August 2008

<b><u>ATTENDANCE</u></b> .....	2
<b><u>NONPUBLIC SCHOOL DEFINITION</u></b> .....	2
<b><u>REPORTING</u></b> .....	
Nonpublic School Membership Report .....	2
<b><u>FUNDING</u></b> .....	3
<b><u>STATE REQUIREMENTS</u></b> .....	
School Building, Construction and Fire Safety .....	3
Courses of Study .....	4
Teacher Certification Requirement .....	4
Teacher Criminal History and Unprofessional Applicant Checks .....	5
School Calendar .....	5
Child Care, Day Care or Before/After School Program Regulations .....	5
<b><u>EDUCATIONAL PROGRAMS AND SERVICES</u></b> .....	
Auxiliary Services .....	5
Special Education .....	6
Curriculum Materials .....	6
Enrollment in Public School Classes .....	7
Michigan Virtual School .....	7
Participation in Title I .....	7
Participation in Title II, Parts A and D .....	7
Participation in Title V, Part A .....	8
Regional Educational Media Centers (REMC) .....	8
Food Programs .....	8
Driver Education and Pupil Transportation .....	9
Athletics and Extracurricular Activities .....	9
Homebound/Hospitalized Services .....	9
Safe and Drug Free Schools and Communities Act – Title IV, Part A .....	9
<b><u>STUDENT RECORDS</u></b> .....	9
Transfer of Grades and Credits .....	9
Release of Student Records .....	10
Immunizations .....	10
Nonpublic School Closures .....	10
<b><u>MISCELLANEOUS</u></b> .....	
Michigan Educational Assessment Program (MEAP), Michigan Merit Examination (MME) and Michigan Promise Scholarship .....	10
Accreditation .....	11
Discipline Policies .....	11
Work Permits .....	12
T.B. Testing .....	12
Playground Equipment .....	12
<b><u>RESOURCES</u></b> .....	
Department of Education and Other State Agencies .....	13

## ATTENDANCE

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year [MCL 380.1561(3)]. (See Attachment A.) A child is not required to attend a public school in the following cases:

(3) (a) *The child is attending regularly and is being taught in a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located.*

(3) (f) *The child is being educated at the child's home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.*<sup>1</sup>

(4) *For a child being educated at the child's home by his or her parent or legal guardian, exemption from the requirement to attend public school may exist under either subsection (3)(a) or (3)(f), or both.*

## NONPUBLIC SCHOOL DEFINITION

A nonpublic school is defined under section 388.552 of the *Private, Denominational and Parochial Schools Act*, 1921 PA 302 [MCL 388.552]. (See Attachment B.)

A home school family operating under 380.1561(3)(a) as described above is considered a nonpublic school if in compliance with the *Private, Denominational and Parochial Schools Act*, 1921 PA 302. If a home school family chooses to operate under exemption (a), it may report to the Michigan Department of Education. (See ***Reporting.***)

## REPORTING

### **Nonpublic School Membership Report**

The Nonpublic School Membership Report (Form SM4325) is an annual report used by the Department. Information requested on the form includes the number of students in each grade, teacher qualifications, and the course of study offered. Use of the form is authorized by section 5 of the *Nonpublic School Act*, and was approved by the Michigan Supreme Court in Sheridan Road Baptist Church v Department of Education, 426 Mich 462, 472, n 5; 396 NW2d 373 (1986) and Clonlara, Inc v State Board of Education, 442 Mich 230, 242, 501 NW2d 88 (1993).

Forms are sent to nonpublic schools in late summer with an early October due date. New nonpublic schools may request the Nonpublic School Membership Report (Form SM4325) from the Department by calling (517) 373-0796.

The Department forwards the list of nonpublic schools that have completed the reporting process to the appropriate intermediate school district, which then forwards the names to the local school districts.

If a home school family chooses to operate solely under exemption (f), see information under Attachment B-1.

---

<sup>1</sup> This listing of subjects applies to *exemption (f) home schools*. The Department of Education has historically interpreted comparable curricula for *nonpublic schools* to be: mathematics, reading, English, science, and social studies in all grades, and the Constitution of the United States, the Constitution of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan in high school.

## **FUNDING**

The Michigan Constitution under Article VIII, Section 2, prohibits public monies from being paid directly or indirectly to aid or maintain any private, denominational, or nonpublic school.

Federally funded programs may be available to nonpublic schools students. Information may be obtained from the U.S. Department of Education, Office of Non-Public Education, 400 Maryland Avenue SW, Room 4W341, Washington, D.C. 20202-5940; phone (202) 401-1365; fax (202) 401-1368. In addition, information may be accessed through the Internet at: <http://www.ed.gov/about/offices/list/oii/nonpublic/index.html>.

## **STATE REQUIREMENTS**

### **School Building, Construction and Fire Safety**

Prior to the construction, reconstruction, remodeling, or alteration of a school building, sealed construction plans along with a Plan Review Application are required to be submitted to the following agencies for review:

#### *Construction Code Requirements*

Department of Labor and Economic Growth  
Bureau of Construction Codes  
Irvin J. Poke, Chief  
Plan Review Division  
P.O. Box 30254  
Lansing, MI 48909  
(517) 241-9328

#### *1999 School Fire Safety Rules*

Department of Labor and Economic Growth  
Bureau of Fire Services  
Tony Sanfilippo  
Program Services and Plan Review  
P.O. Box 30700  
Lansing, MI 48909  
(517) 241-8847

#### *Health and Safety Inspections*

*Contact your local county health department*

### **Background**

On December 23, 2002, 2002 PA 628 was signed into law. This law amends the *School Building Act*, PA 306 of 1937 by requiring the inspection of all school building construction, as well as the review of any required construction documents under the *Stille-DeRossett-Hale Single State Construction Code Act* and the *Fire Prevention Code*, 1941 PA 207.

With the enactment of this revision, school construction projects which involve the construction, addition, or alteration of any school building must be submitted to the Department of Labor and Economic Growth for required plan reviews, permits, and on-site inspections.

The Bureau of Construction Codes and Bureau of Fire Services located within the Department of Labor and Economic Growth has developed a single application and invoice system for the submission of required construction documents. A coordinated system for the inspection and granting of approvals, including the issuance of Certificates of Occupancy for completed construction, has also been developed. Ultimately, all school construction projects must meet both the construction standards under the *Stille-DeRossett-Hale Single State Construction Code Act*, which includes securing permits, inspections, and final approvals; and the 1999 School Fire Safety Rules under the *Fire Prevention Code*, which includes securing inspections and final approvals through the department's Bureau of Fire Services.

The Bureau of Construction Codes also provides for inspection by local code enforcement agencies where both the local school boards and the local unit of government certify that the local enforcing agency has full-time plan review and inspection staff and are otherwise qualified to perform these duties in the review and inspection of school buildings.

### **Approval of Local Code Enforcement for Construction Code Requirements**

If nonpublic schools elect to have school construction projects inspected by local building departments, both the nonpublic school and the unit of government(s) must complete, sign, and submit a Request for Delegation form to the Department of Labor and Economic Growth. In order for that delegation to be approved by the state, both the nonpublic school and the governing body of the governmental subdivision must certify to the Department of Labor and Economic Growth that full-time code officials, inspectors, and plan reviewers registered under 1986 PA 54, will conduct plan reviews and inspections of buildings. This certification must be submitted and approved annually. Only those governmental jurisdictions which document full time inspectors and plan reviewers to enforce the complete range of construction codes including the building, electrical, mechanical, and plumbing codes may qualify for delegation of school construction authority.

Absent approval of a completed Request for Delegation form from the nonpublic school and local building department, the State of Michigan, Bureau of Construction Codes has responsibility for construction code enforcement of school buildings within that unit of government. The Request for Delegation form may be obtained on the Bureau of Construction Codes web site at: [www.michigan.gov/bcc](http://www.michigan.gov/bcc). The Bureau of Fire Services, with regard to the 1999 School Fire Safety Rules, does not permit local code enforcement.

### **Licensing Laws and School Construction Projects**

Licensed contractors and licensed tradespersons must perform work on school construction projects in accordance with state licensing laws including: *Electrical Administrative Act*, 1956 PA 217; *Forbes Mechanical Contractors Act*, 1984 PA 192; *State Plumbing Act*, 2002 PA 733; *Boiler Act*, 1965 PA 290; and the *Elevator Safety Act*, 1967 PA 227.

### **Plan Review Fees and Permit Fees**

A plan review fee will be required with the submission of construction documents as indicated previously. Additionally, licensed contractors must obtain construction permits for school construction projects in accordance with the fee schedule established by the governmental authority having jurisdiction.

Local county health departments should be contacted for health and safety inspections.

Additional information may be obtained by visiting the Bureau of Construction Codes web site at: [www.michigan.gov/bcc](http://www.michigan.gov/bcc) and the Bureau of Fire Services web site at [www.michigan.gov/bfs](http://www.michigan.gov/bfs).

### **Courses of Study**

Nonpublic schools shall provide curricula comparable to those provided in local school districts. Instruction includes mathematics, reading, English, science, social studies in all grades, and the Constitution of the United States, the Constitution of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan in high school. The state does not require specific content in the basic courses. Nonpublic schools, however, may wish to use the K-8 Grade Level Content Expectations (GLCE), the High School Content Expectations (HSCE) and Guidelines that have been developed for public schools in Michigan. All are available at the Michigan Department of Education webpage at <http://www.michigan.gov/glce> or <http://www.michigan.gov/hsce> or contact the Curriculum and Instruction Unit at (517) 241-4285.

### **Teacher Certification Requirement**

An individual may qualify to teach in Michigan nonpublic schools in one of three ways:

1. By obtaining a Michigan Teaching Certificate [MCL 388.553].
2. By obtaining a substitute, full-year or emergency teaching permit.
3. By obtaining a bachelor's degree.

However, if a nonpublic school claims an objection to teacher certification based upon a sincerely held religious belief, the minimum education requirements for teachers are waived (Syllabus of People v DeJonge 442 Mich 266 under Attachment C). Information regarding Michigan teacher certificates and permits is under Attachment D.

### **Teacher Criminal History and Unprofessional Applicant Checks**

Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) for all regular and contract employees hired or assigned by public and nonpublic schools [MCL 380.1230 through MCL 380.1230h and MCL 380.1535a and MCL 380.1539b]. School personnel employed by the public or nonpublic school prior to January 1, 2006, are required to be fingerprinted and have a criminal history check not later than July 1, 2008. You may access additional information regarding the new school safety legislation at [www.michigan.gov/teachercert](http://www.michigan.gov/teachercert). Under “Current Updates” select “School Employee Criminal History Checks and Conviction Legislation Information.” (See Attachment E.)

### **Nonpublic School Personnel Report**

All nonpublic schools will be required to submit specific information about all school employees in order for the MSP and the FBI to conduct criminal history checks, as required in the new school safety legislation. The personnel data will be entered into a secure web-based program, the Nonpublic School Personnel Report. You may access additional information at [www.michigan.gov/npsrhs](http://www.michigan.gov/npsrhs).

### **Unprofessional Conduct**

Michigan law requires a former or current employer to disclose to a prospective school employer any unprofessional conduct by the applicant [MCL 380.1230b]. A public or nonpublic school is prohibited from hiring an applicant who refuses to sign a document requesting this information. (See Attachment F.)

### **School Calendar**

In 1993, the Michigan Supreme Court in Clonlara, Inc v State Board of Education (442 Mich 252) ruled that the *Nonpublic School Act* did not require a nonpublic school to be in session for 180 days required for public schools. The Department recommends, however, that a nonpublic school develop a school year calendar comparable to the public school district where the nonpublic school is located. **Public** schools are required to provide a minimum of 180 days and 1,098 hours of pupil instruction [MCL 388.1701(3)].

### **Child Care, Day Care or Before/After School Program Regulations**

Programs involving the operation of child care, day care or before/after school programs are licensed by Michigan’s division of Child Day Care Licensing. For further information, please contact Child Day Care Licensing, Department of Human Services, at (517) 373-8300.

## **EDUCATIONAL PROGRAMS AND SERVICES**

### **Auxiliary Services**

Auxiliary services are provided for both general education and special education students. A nonpublic school may qualify for auxiliary services, federal Title I and Title V programs, Regional Educational Media Center (REMC) services, and bus transportation services from public school districts. A school should complete the Nonpublic School Membership Report on a yearly basis for services.

Auxiliary services include health and nursing services and examinations, national defense education act testing, speech and language services, social work services, school psychological services, teacher consultant services for children with disabilities, and other ancillary services for students with disabilities, remedial reading, and other services determined by the Legislature.

Section 380.1296 of the *Revised School Code* provides that if particular services are provided to public school students in a school district, those services must also be made available to students attending nonpublic schools located within that district. A public school that provides auxiliary services to its resident students shall provide the

same auxiliary services on an equal basis to students at nonpublic schools. In 1997, the U.S. Supreme Court ruled in Agostini v Felton (117 S Ct 1997) that intermediate and local school districts are required to make auxiliary services available on site at all nonpublic schools.

A public school is required to notify a nonpublic school within its district about the types of auxiliary services available to its students. The Michigan Administrative Code Rule 340.293 states:

*“A school district providing any of these auxiliary services shall notify in writing, no later than April 1 of each school year, each of the nonpublic schools within its district as to the nature and extent of such services as contained in its proposed budget. Within 30 days after receipt of such notice, nonpublic schools shall in writing notify the district as to the services that will be needed for nonpublic school children. A school district shall confirm in writing no later than August 1 of each school year to each of the nonpublic schools within its district the nature and extent of such services as contained in its final budget as adopted by the school district board of education. . .”*

### **Special Education**

Most, but not all, auxiliary services are special education related services as defined in Rule 340.1701c(a) of Michigan’s Administrative Rules for Special Education. Only special education related services will be discussed here.

Both state laws/rules and the state’s application for federal funds under the Individuals With Disabilities Education Act require that if a special education eligible student in the public schools is found to need special education programs or a related service, then the service must be provided, whether or not the service is currently available within the district. If a nonpublic school special education student needs a related service, it must be provided to that student even if it is not currently being provided to any of the resident public school students.

To receive special education or a related service, the nonpublic school student first must be found eligible for special education by an Individualized Educational Program Team (IEP Team) (i.e., the student must be found to have a qualifying impairment and to be in need of one or more special education services). To begin the process, the nonpublic school should refer the student to the local school district in which that nonpublic school is located. The nonpublic school should make the referral. Upon receipt of the referral, the public school district will conduct an evaluation and hold an IEP Team meeting to determine the student’s eligibility and the related services that are needed. The parent and a representative of the nonpublic school should be involved in this meeting. This referral and evaluation process should be completed within 30 school days, unless an extension of time is agreed to by the public school district and the parent.

The intermediate school district (ISD) plan for special education should describe how such services are provided to students within the ISD. In some ISDs, local districts provide services to their students while in others the ISD provides related services to local districts. In such cases, the ISD would provide the service to the nonpublic school also. However, the local district is still responsible for providing related services to eligible nonpublic school students educated within its boundaries. Therefore, unless otherwise informed, the nonpublic school’s referral should be sent to the local district, not to the ISD.

For further information on auxiliary services for special education, please contact the Office of Special Education and Early Intervention Services, Department of Education, at (517) 373-1696.

### **Curriculum Materials**

Nonpublic schools and home school families may purchase the textbooks and the instructional materials they deem necessary. Textbooks and curriculum materials may be purchased from a teacher bookstore. Support services may be contracted but are not required by law. Information regarding home school support services and materials may be accessed on the Internet at the following search prompts: *home school curriculum, home school associations, or*

*correspondence schools.*

### **Enrollment in Public School Classes**

Nonpublic and home school students may enroll in nonessential elective classes at the resident public school (Snyder v Charlotte Public Schools, 421 Mich 517, 365 NW2d 151 (1984)). Students in home school families operating under exemption (f) may also enroll in nonessential elective classes at the resident public school. (See Attachment G.) In July 1997, the U.S. Supreme Court ruled in Agostini v Felton that public schools may provide shared time courses to nonpublic school students on nonpublic school premises using public school employees.

Nonessential elective classes may include, but are not limited to: band, drama, art, physical education, music, computer, and advanced placement courses.

### **Michigan Virtual School (MVS)**

The Michigan Virtual School (MVS) operates as one of the core divisions of the Michigan Virtual University (MVU), a private nonprofit corporation. The MVS gives nonpublic schools and home school families the opportunity to have students take middle and high school courses online and access a robust online career development tool. Dozens of courses are available in a wide range of subjects and learning levels from general study to rigorous Advanced Placement. The MVS also offers a wide range of summer school opportunities including virtual camps in math and science. Nonpublic and home schools may find more information online at <http://www.mivhs.org>. (Email Address: [mvhs@mivu.org](mailto:mvhs@mivu.org)).

### **Participation in Title I**

Funding for services to nonpublic school students is based on the number of children who live in Title I school attendance areas and meet the eligibility requirement for free or reduced-price school meals. Nonpublic school students who live in Title I (20 USC §6320) school attendance areas, and are failing or at risk of failing to meet the student performance standards in the core academic curriculum, are eligible for Title I services provided by the public school district in which they live.

Each spring, public school districts contact nonpublic school administrators and initiate consultation regarding participation in the Title I program. If the nonpublic school can provide low-income data and wishes its eligible students to participate, specific arrangements are made cooperatively between the district and nonpublic school. The 1997 U.S. Supreme Court ruling in Agostini v Felton (117 S Ct 1997) makes it possible to provide Title I services on the premises of religiously-affiliated nonpublic schools.

Questions regarding Title I should be directed to the public school district(s) where students reside. Further information may be obtained from the Office of School Improvement, Department of Education, at (517) 373-4588.

### **Participation in Title II, Parts A and D**

Nonpublic school staff may participate in professional development activities through the Title II, Part A (Teacher and Principal Training and Recruiting) and Title II, Part D (Enhancing Education Through Technology) programs. Nonpublic school students may also benefit from technology provided through Title II, Part D. These programs are accessed through the local school district in which the nonpublic school is located.

Local public school district officials are responsible for consulting with nonpublic school officials to plan the Title II, Part A and Part D services that best meet the needs of nonpublic school staff and students.

Nonpublic Title II, Part A and Part D plans are included with those of the public school district in a single application. All materials and equipment acquired under the programs are purchased and owned by the public school district and loaned to the nonpublic school.

Local school districts contact the nonpublic school administrators located within the district's boundaries and invite

the nonpublic schools to participate in these programs. Further information may be obtained from the Office of School Improvement, Department of Education, at (517) 373-4588.

### **Participation in Title V, Part A**

Title V, Part A is not funded for the 2008-09 school year. If the nonpublic school participated in this program in 2007-08, funds awarded and not expended are still available. These carryover funds remain available until June 30, 2009. All materials and equipment acquired under Title V, Part A are purchased and owned by the public school district and loaned to the nonpublic school.

Nonpublic school administrators may contact their local or intermediate school district if they have questions regarding carryover funds. Further information may be obtained from the Office of School Improvement, Department of Education, at (517) 373-4588.

### **Regional Educational Media Centers (REMC)**

A Regional Educational Media Center (REMC) provides a service that is available to nonpublic and home school students. The REMCs work cooperatively with one or more intermediate school districts for the improvement of instruction in Michigan's elementary and secondary schools. Most REMCs offer: instructional materials including video, video disk, and computer software; cooperative purchasing of equipment, supplies and media; Internet access and support; production services; technological problem solving; training in the use of all types of equipment; training in the integration of media into instruction, media and technology consulting; and a distribution system. Additional services include: inservice media; AV, video and computer equipment repair; desktop publishing, graphic design and layout; printing; video production, editing and duplication; professional library and online services; instructional television or building based video collections; and satellite downlink services.

For additional information regarding REMCs please contact your intermediate school district or visit their webpage at: <http://www.remc.org/>.

### **Food Programs**

School meals (breakfast and lunch) provided at federally tax-exempt nonpublic schools may be eligible for National School Lunch/School Breakfast Program reimbursement. For information on how to initiate or expand a program, please contact Mary LaRock, School Nutrition Training and Programs, Department of Education, at (517) 373-3347 for referral to a consultant (Email Address: [larockm@michigan.gov](mailto:larockm@michigan.gov)).

Meals and snacks served in child care centers and preschools may be eligible for Child and Adult Care Food Program reimbursement.

- If the agency is public or private nonprofit it must have tax exempt status under the Internal Revenue Code of 1986 and provide licensed or approved nonresidential child care services.
- If the agency is a private for-profit, the center must have at least 25% enrolled participants or 25% of licensed capacity must be Title XX beneficiaries or eligible for free (Category A) or reduced price meals (Category B). The center must be nonresidential.

For additional information on food programs, contact Gayle Monroe, Child and Adult Care Food Program, Department of Education, at (517) 373-7391 for referral to a consultant (Email Address: [monroeg@michigan.gov](mailto:monroeg@michigan.gov)).

### **Driver Education and Pupil Transportation**

A nonpublic or home school student is eligible to enroll in a driver education program provided at the public school district where the student is a resident [MCL 257.811]. If a charge or enrollment fee is imposed, it shall be the same for all students who reside within the territory of the public school system [MCL 256.610]. The oversight of driver education programs in Michigan is the responsibility of the Department of State [2004 PA 70 and 71]. Information may be found on the Michigan Department of State, Driver Education website, <http://www.michigan.gov/sos/>.

For information on school pupil transportation for nonpublic school students, please contact Ken Micklash, Grants Coordination and School Support, at (517) 373-1806. (Email Address: [micklashk@michigan.gov](mailto:micklashk@michigan.gov)). Additional information may be found on the Department of Education's website, <http://michigan.gov/mde/> under the Pupil Transportation link.

### **Athletics and Extracurricular Activities**

The supervision and control of interscholastic athletics are the responsibility of each local board of education. Most local boards have adopted policies as proposed by the Michigan High School Athletic Association. Please contact the appropriate local school district or the Michigan High School Athletic Association at (517) 332-5046 or access information from the following Internet address: <http://www.mhsaa.com/>.

In order to participate in public school extracurricular activities, a student should be enrolled part-time in the public school.

### **Homebound/Hospitalized Services**

If a student is enrolled part-time as a public school student and part-time as a nonpublic school student, then the public schools may have some responsibility to provide homebound/hospitalized instruction. The responsibility rests with the parent and the nonpublic school to maintain continuity with the student's nonpublic school instruction while that student is confined to the home or hospital. Parents should contact the local school district if a student is hospitalized or confined to the home during regular school hours for more than five school days [MCL 388.1709].

### **Safe and Drug Free Schools and Communities Act – Title IV, Part A**

Nonpublic schools are entitled to participate in the *Safe and Drug Free Schools and Communities Act* program offered by the local school district or intermediate school district. To receive services or to discuss drug or violence prevention needs, please contact the appropriate local school district. (Note: Home Schools are not eligible for services or support.)

For other information regarding eligible programs and activities, please contact the Education Section, Office of Drug Control Policy at (517) 373-4700.

## **STUDENT RECORDS**

There is no law that requires nonpublic schools to maintain student records. Parents are encouraged to maintain student records of progress throughout the year. These records will assist public or nonpublic school personnel with placement should the student enroll in a public school.

### **Transfer of Grades and Credits**

The granting of credits and placement of students is solely determined by the receiving public or nonpublic school. Nonpublic schools and home school families are encouraged to determine what the public school policy is for grade placement and granting of credits should a student decide to return to the public system. If a student attends a nonpublic or home school and returns to a public school, the public school generally reevaluates the student for grade placement and the transfer of credit.

The issuance of report cards, transcripts, and diplomas are the responsibility of the nonpublic school and home school family (based on internal standards).

### **Release of Student Records**

The collection of tuition and the provision of student records are a matter of contract between the school and the parent. A nonpublic school may have the right under the contract to withhold student records. Involved parties could contact an attorney to determine responsibilities.

### **Immunizations**

Parent(s) must have their children immunized and present proof of immunization before a child may enter school unless they have one of the following waivers:

- (1) Medical Contraindication Form – a physician certifies that a specific immunization is or may be detrimental to the child’s health, or
- (2) Immunization Waiver Form – the parents or guardians hold religious or philosophical beliefs against receiving a vaccination. This waiver must be signed by the parent or guardian.

A school must report to the local health department on the status of immunizations for new entrants by November 1 and February 1 of each school year. Children that have not completed immunizations for the required series or do not have a waiver on file as noted above or are not in the dose waiting period are not be allowed to stay in the program until needed immunizations are obtained. Parents must also present to the school an immunization status for students enrolling in the 6<sup>th</sup> grade [MCL 380.1177]. For more information, contact the School Health Unit, Department of Education, at (517) 373-1122, the Department of Community Health at (517) 335-8159 or the local health department.

Michigan law requires that the Michigan Department of Education, in cooperation with the Michigan Department of Community Health, develop information for Michigan schools to notify families of children attending schools in grades 6, 9, and 12 about the risk and prevention of Meningococcal Meningitis and Human Papillomavirus diseases [MCL380.1177a]. Local school notification shall include the symptoms of the diseases, how they are spread, where to get more information about the risk of disease and the potential risk of vaccination, and where to obtain the vaccines. For an on-line version of the notification material, go to [www.michigan.gov/immunize](http://www.michigan.gov/immunize) or [www.michigan.gov/mde](http://www.michigan.gov/mde).

### **Nonpublic School Closures**

The Department receives many calls from adults and prospective employers who are searching for copies of nonpublic school transcripts. They often face obstacles because the diploma-granting high school is no longer in operation and the student records are unobtainable. The Department does not maintain these records. Nonpublic schools should contact their central offices for specific procedures regarding storage of student records. An independent nonpublic school that does not have a central office may want to ask the intermediate school district in the region to maintain the student records.

## **MISCELLANEOUS**

### **Michigan Educational Assessment Program (MEAP), Michigan Merit Examination (MME) and Michigan Promise Scholarship**

The Michigan Educational Assessment Program (MEAP) statewide assessments continue to exist for grades 3-8, but were discontinued for high school juniors in Spring 2007. Juniors take the Michigan Merit Examination (MME) and have an option for a free retake as a senior if they have not met or exceeded standards for math, science, reading, and writing. The MME is comprised of three elements: ACT Plus Writing®, ACT WorkKeys®, and three Michigan-developed subjects (mathematics, science and social studies). The MME is administered exclusively by the Michigan Department of Education.

Starting with the high school graduating class of 2007, the Michigan Merit Award was replaced by the Michigan

Promise scholarship. This \$4,000 scholarship is administered exclusively by the Michigan Department of Treasury. To earn a Michigan Promise scholarship, students must take the MME. To receive installment payments of the scholarship, they must earn a level 1 or 2 (met or exceeded) in each of the content areas: math, science, reading, and writing. Students from the class of 2007 may use their MEAP high school scores. For more information please visit the Michigan Promise website at <http://www.michigan.gov/promise>.

Students who do not pass the tests with a level 1 or 2 may still receive up to \$4,000 if they successfully complete two years of postsecondary education (an Associate's Degree, two-year certificate, vocational education program or 50 percent of the academic requirements for a bachelor's degree) with at least a 2.5 grade point average.

In addition to public school students, all nonpublic school students and home school students may take the MME.

- **Nonpublic school students**

If the student's nonpublic school wishes to offer the MME to its own students, the school must apply to the Department of Education. Contact the Department toll-free at (877) 560-8378 for information on how to become eligible to offer the MME. Registration deadlines are strictly enforced. Failure to contact the Department in a timely manner could result in the school being denied an opportunity to offer the MME to its own students.

If the student's nonpublic school does not wish to offer the MME to its own students, the student may test at one of several MME Auxiliary Test Centers located throughout Michigan. Contact the Department toll-free at (877) 560-8378 for information on how to register. Contact should be made in early January for Spring testing. Registration deadlines are strictly enforced. Failure to register in a timely manner could result in the student being denied an opportunity to take the MME. Nonpublic school students whose own school offers the MME are not eligible to test at an MME Auxiliary Test Center.

- **Home school students**

Parents of a home school junior or senior are encouraged to contact the public school district in which they reside. Contact should be made in early January for Spring testing. Registration deadlines are strictly enforced. Failure to contact the public school district could result in the student being denied an opportunity to take the MME.

### **Accreditation**

Nonpublic schools may choose, but are not required, to participate in either of the following accreditation programs:

Michigan Nonpublic School Accreditation  
Association  
510 S. Capitol Avenue  
Lansing, Michigan 48933  
(517) 372-9315

North Central Association  
826 Municipal Way  
Lansing, Michigan 48917  
(866) 642-4622

### **Discipline Policies**

In general, state law does not address disciplinary procedures in nonpublic schools. Michigan law prohibits the use of corporal punishment in a public school [MCL 380.1312]. In addition, Michigan law requires a public school to permanently expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct or commits physical assault against an employee or a volunteer at a public school [MCL 380.1311 and MCL 380.1311a].

## **Work Permits**

The *Youth Employment Standards Act* at MCL 409.104 states:

*“...a minor shall not be employed in an occupation regulated by this act until the person proposing to employ the minor procures from the minor and keeps on file at the place of employment a copy of the work permit or a temporary permit. The work permit shall be issued by the issuing officer of the school district, intermediate school district, public school academy, or nonpublic school at which the minor is enrolled, and a copy of the work permit shall be placed in the minor’s permanent school file for as long as the minor is employed. A temporary permit shall be valid for 10 days from the date of issue. A work permit may be issued by the school district in which the minor’s place of employment is located, or by the public school academy or nonpublic school nearest that place of employment.”*

Minors seeking employment who are home schooled shall be issued a work permit by the issuing officer of the school district, intermediate school district, public school academy, or nonpublic school in which the minor’s residence or prospective employer is located. The minor must present a signed, written statement from the parent or guardian, as the instructor of record, indicating how many hours per week the student is being home schooled. The issuing officer will review the parent/guardian statement and issue the work permit with those hours reflected. The issuing officer will attach the parent/guardian statement to the work permit and keep a copy of the statement with their copy of the work permit filed at the school.

For additional information, contact Diana Bailey, Career and Technical Education, Department of Education, at (517) 373-8904 (Email Address: [baileyd@michigan.gov](mailto:baileyd@michigan.gov)).

## **T.B. Testing**

Teachers are not required by the state to have regular tests for tuberculosis. However, school systems, public or nonpublic, may require regular T.B. testing of employees.

## **Playground Equipment**

The *Playground Equipment Safety Act*, 1997 PA 16, establishes requirements for the manufacture and assembly of public playground equipment. Free tools to help evaluate play spaces include: *Handbook for Public Playground Safety* (U.S. Consumer Product Safety Commission, Washington, D.C. 20207), *Parent Checklist: How Safe is Your Local Playground?* (CFA Playground Checklist, P.O. Box 12099, Washington, D.C. 20005-0999, include a self-addressed stamped envelope), and *National Action Plan for the Prevention of Playground Injuries* (National Program for Playground Safety, University of Northern Iowa, Cedar Falls, Iowa 50614-0618.)

Michigan Department of Education  
Bureau of School Finance and School Law  
Nonpublic Schools Unit  
Post Office Box 30008  
Lansing, Michigan 48909  
<http://www.michigan.gov/mde>  
Phone: (517) 373-1833  
Fax: (517) 241-4223  
Email Address: [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov)

#### **DEPARTMENT OF EDUCATION RESOURCE STAFF**

Academically Talented	(517) 241-1162
Child and Adult Care Food Program	CACFP (517) 373-7391
Curriculum and Instruction	(517) 241-4285
Dual Enrollment	(517) 241-1162
Michigan Educational Assessment Program (MEAP)	Sue Peterman (517) 373-8393
Michigan Merit Examination (MME)	Pat King (517) 373-8393
National School Lunch/School Breakfast Program	School Nutrition Training & Programs (517) 373-3347
Nonpublic Schools Unit	Wanda Bazzett (517) 373-1833
Pupil Transportation	Ken Micklash (517) 373-1806
Special Education	1-888-320-8384
Title I, Title II (Parts A and D), Title V (Part A)	(517) 373-4588

Information about Department of Education programs is accessible through the Internet at:  
<http://www.michigan.gov/mde>

#### **PROGRAMS AVAILABLE THROUGH OTHER STATE AND FEDERAL AGENCIES**

Bureau of Construction Codes Plan Review Division	Department of Labor and Economic Growth Irvin J. Poke (517) 241-9328
Bureau of Fire Services Plan Review Division	Department of Labor and Economic Growth Tony Sanfilippo (517) 241-8847
Child Day Care Licensing	Department of Human Services (517) 373-8300
Driver Education	Department of State (517) 241-6850
Michigan Merit Award/ Michigan Promise Scholarship/ Michigan Student Financial Aid Programs	Department of Treasury, Office of Scholarships and Grants Anne Wohlfert (toll free) 1-888-447-2687 Email Address: <a href="mailto:OSG@Michigan.gov">OSG@Michigan.gov</a>
Office of Non-Public Education	U.S. Department of Education (202) 401-1365 Email Address: <a href="mailto:OIINon-PublicEducation@ed.gov">OIINon-PublicEducation@ed.gov</a>
Safe and Drug-Free Schools	Office of Drug Control Policy (517) 373-4700